



Steypning Town Council Scheme of Delegation

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1 Council Functions

The following matters are to be dealt with by the Full Council:

- 1.1** Approval of Budget and setting the Precept.
- 1.2** Approval of the Annual Return and Audit of Accounts.
- 1.3** Authorisation of borrowing.
- 1.4** Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5** Making of Orders under any statutory powers.
- 1.6** Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7** Appointment of Council representatives to outside bodies.
- 1.8** Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9** Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10** Approval of payments by committees for any single expenditure item over £5,000. (*See Appendix 1 – 4.1 Financial Regs*)
- 1.11** Consider, review and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans. The review process being undertaken by a Steering Committee which has its own terms of reference – these having been approved by Full Council
- 1.12** All other matters which must, by law, be reserved to the Full Council.

2 Delegation to Committees

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to exercise delegated responsibilities and instead make a 'recommendation' to the Council.

2.1 All Committees

- 2.1.1** Power to create working parties and sub-committee, with power to appoint councillors and/or members of the public to either, and to appoint officers to working parties but not to sub-committees
- 2.1.2** Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

2.2 Finance, General Purposes Committee

All matters (except for creating Council Policy) relating to:

- 2.1.3** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.2.1
- 2.1.4** Review of budget position
- 2.1.5** To recommend and oversee the Council's Reserves policy.
- 2.1.6** Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year
- 2.1.7** Approval and award of grants and donations.
- 2.1.8** Ensure the Council meets its obligations to HMRC
- 2.1.9** Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.
- 2.1.10** Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding

- 2.1.11** Consider and agree recommendations to Council on action to all Internal & External Audit reports
- 2.1.12** Approval of Risk management strategy and review annual insurance policies.
- 2.1.13** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.
- 2.1.14** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.
- 2.1.15** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.1.16** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.1.17** Oversee the Council's media
- 2.1.18** Neighbourhood Wardens
- 2.1.19** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.1.20** Matters specifically delegated by the Council or, any other committee
- 2.1.21** More generally, to deal with any matter that it would serve to benefit the Council, by this committee making decisions related to Steyning Town Council Finance and Governance that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.

2.2 Community Committee

All matters (except for creating Council Policy) relating to:

- 2.3.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.2.1
- 2.2.2** Review and submit an annual budget to the F&GP committee
- 2.2.3** Oversee the committee's annual budget
- 2.2.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.

- 2.2.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.
- 2.2.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.2.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.2.8** Oversee the management of land, MPF Car Park and Changing rooms and other resources and oversee all matters concerning these premises including letting, maintenance, cleaning and Health and Safety.
- 2.2.9** Oversee the maintenance of all play areas and fitness/outdoor gym areas.
- 2.2.10** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Town Council)
- 2.2.11** Oversee the maintenance of Council (STC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.2.12** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.2.13** Matters specifically delegated by Council or, any other committee.
- 2.2.14** More generally, to deal with any matter that it would serve to benefit the Council, by this committee making decisions, related to Steyning Town Council's Land Assets, the Towns other open spaces and public rights of way / Highways (in so far as it is able to do so) or Council assets which are not held within buildings such as Street furniture, and that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.

2.4 Planning & Premises

All matters (except for creating Council Policy) relating to:

- 2.4.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.2.1
- 2.4.2** Oversee the Committee budget and review and submit an annual budget to the F&GP committee
- 2.4.3** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the

limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.

- 2.4.4** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.5** Tree works applications.
- 2.4.6** All other planning or highway matters the Town Council is consulted on.
- 2.4.7** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.8** CCTV management, maintenance and renewal
- 2.4.9** Oversee all matters concerning premises owned by Steyning Town Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.4.10** Matters specifically delegated by Council or, any other committee.
- 2.4.11** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.4.12** More generally, to deal with any matter that it would serve to benefit the Council, by this committee making decisions related to Town Planning and Steyning Town Council Premises/ Assets, that have not already been stated above, and as per agreed to be placed on an Agenda by the Clerk and the Committee's Chair.

2.5 Personnel Committee

All matters (except for creating Council Policy) relating to:

- 2.5.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 2.5.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.5.3** Make recommendations to Council or F&GP on all staffing matters including salaries
- 2.5.4** Oversee the recruitment and appointment of staff.
- 2.5.5** To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.

- 2.5.6** Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.5.7** To manage the provision of training of Officers and all staff and Councillors.
- 2.5.8** Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.
- 2.5.9** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.5.10** Consider and resolve appeals to decisions relating to a Staff complaint, where this is unable to be dealt with by Officers.
- 2.5.11** Consider all appeals against decisions relating to Staff where this is available within a policy.
- 2.5.12** Matters specifically delegated by Council or, any other committee.
- 2.5.13** Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.
- 2.5.14** Consider agreement on Staff incremental pay rises subject to satisfactory performance, usually managed by a performance management system and appraisal.

3 Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

3.1 Town Clerk – Proper Officer & Responsible Financial Officer

- 3.1.1** The Town Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.
- 3.1.2** See the table at 3.1.23 for the Town Clerk's delegated responsibilities and for the delegation arrangements in the Town Clerk's absence
- 3.1.3** Proper administration of the Council's financial affairs.

- 3.1.4** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.1.5** Ensure compliance with Financial Regulations.
- 3.1.6** Ensure compliance with all financial procedures.
- 3.1.7** Determine accounting policies, records and control systems.
- 3.1.8** Manage risk management of the Council.
- 3.1.9** Overall responsibility, and the day to day management of all council employees.
- 3.1.10** Arrange and manage the Council's insurance arrangements.
- 3.1.11** Day to day management of land, buildings and other resources.
- 3.1.12** Management of maintenance contracts and where necessary, to enter into new contracts using the procedure laid out within the **STC** 'Finance Regulations Policy.
- 3.1.13** Overall responsibility for Health & Safety across all Council owned sites
- 3.1.14** Developing income generating activities for the Steyning Centre with the Deputy Town Clerk.
- 3.1.15** Responsible for the management of the budget in accordance with Council Policy.
- 3.1.16** Ensure that employees and councillors follow the policies and protocols of the Council.
- 3.1.17** Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.
- 3.1.18** Dealing with all complaints as per the Complaints Policy.
- 3.1.19** Management of recruitment and payroll of Council employees in accordance with contracts of employment and the currently adopted staff structure and pay scales .
- 3.1.20** Consider and resolve all staff grievances in accordance with Grievance Policy.
- 3.1.21** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.
- 3.1.22** Consider potential disciplinary matters relating to the Deputy Town Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures
- 3.1.23** The following responsibilities of the Town Clerk are delegated as follows in the absence of the Town Clerk.

Delegated responsibilities in the absence of the Town Clerk:

	Delegated Responsibility	Responsible in Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Deputy Town Clerk
b.	Issue all statutory notifications.	Deputy Town Clerk
c.	Receive Declarations of Acceptance of Office.	Deputy Town Clerk
d.	Receive and record notices disclosing pecuniary interests.	Deputy Town Clerk
e.	Receive and retain documents and plans.	Deputy Town Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Deputy Town Clerk
g.	Sign notices or other documents on behalf of the Council.	Deputy Town Clerk
h.	Receive copies of By-laws made by principal authority.	Deputy Town Clerk
i.	Prepare agendas and minutes for all committee meetings	Deputy Town Clerk
j.	Sign summons to attend meetings.	Deputy Town Clerk
k.	Ensure compliance with Standing Orders.	Deputy Town Clerk
l.	Manage all Town Council staff, either directly or indirectly.	Deputy Town Clerk
m.	Manage the provision of Council services, buildings, land and resources.	Deputy Town Clerk
n.	Incur expenditure in an emergency up to £1,000 whether budgeted or not.	Deputy Town Clerk
o.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Deputy Town Clerk
p.	Deal with dispensation requests from Members under the Code of Conduct.	Deputy Town Clerk
q.	Deal with matters specifically delegated by Council or Committee.	Deputy Town Clerk
r.	Take all decisions relating to the training of Councillors & staff.	Council/Personnel Committee/Deputy Town Clerk
s.	Appoint all employees in accordance with the Council's staff structure.	Council/Personnel Committee/D. Town Clerk
t.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Council/Personnel Committee/Deputy Town Clerk
u.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Council/Personnel Committee/Deputy Town Clerk

v.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Council/Personnel Committee/Deputy Town Clerk
w.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Council/Personnel Committee/Deputy Town Clerk
x.	Responsible for the overall management of all budgets in accordance with Council policies.	Council/F&GP Committee/Deputy Town Clerk
y.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Deputy Town Clerk
z..	Overall responsibility for Health & Safety across all Council owned sites.	Council/F&GP Committee/Deputy Town Clerk
aa.	Matters specifically delegated within Council policies.	(broadly speaking) Financial Policies – Council/F&GP Committee/Deputy Town Clerk Personnel Policies – Council/Personnel Committee Freedom of information / Consultation Policies – Council/FOI Panel/ Deputy Town Clerk To be assessed individually by Council as and when required.

3.2 Deputy Town Clerk

- 3.2.1** Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of the Steyning Centre.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of caretakers.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Town Clerk.
- 3.2.7** Developing income generating activities for the Steyning Centre with the Town Clerk.
- 3.2.8** Matters specifically delegated by Council or Committee.

Adopted by Full Council - 18th May 2026